



CITY OF HOUSTON

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August 29, 2013

SUBJECT: Letter of Clarification No. **2** Third Party Administrator for Self-Funded Medical and/or Pharmacy Benefits Plans for the City of Houston

REFERENCE: Request for Proposal No. S37-T24702

TO: All Prospective Proposers

This Letter of Clarification is issued in response to proposers' questions posted on the RFP website as of August 29, 2013.

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal

1. Question: It seems as if neither of the census links is working. Are we able to receive them direct?

Answer: All data regarding this RFP is posted on the Proposal Tech website. If you are having technical difficulty accessing data from the website, please contact Proposal Tech at (877) 211-8316, ext. 809.

2. Question: Exhibit 15E iv (24-Month Look-back file) includes claim experience but does not include important information. It is industry standard for self-funded plans to send excel style claim reports in an aggregate format reflecting 100% of all claim expenses excluding administration costs whether paid by separate billing or through the bank account. Will the City provide the following file?

- Month-by-Month paid claims since May 1, 2011 split by benefit plan (Limited, Open Access, CDH and Retiree Plan) including monthly covered enrollment counts.

Answer: Exhibit 15E iv includes aggregate medical claims data by month, by plan, by employee status, by ICD9 major category. Total plan costs and service counts are provided. Aggregate prescription data is reflected by month, by plan, by employee status, by therapeutic class. Total plan costs and script counts are provided.

- Paid claims further split by medical, pharmacy and capitation payments.

Answer: Medical and prescription claims are provided in Exhibit 15E iv. Capitation costs will not be provided as this is proprietary information. Monthly eligibility reports and individual medical and pharmacy claims information will be published by close of business Friday, August 30, 2013.

- Out-of-network payments typically included as a separate column.

Answer: Out-of-network claims information will not be provided.

- Exhibit 15E iii includes large claims over \$25,000 for the 2011-2012 plan year (5/1/2011 – 4/30/2012). Will the City send another file for the 2012-2013 plan year (5/1/2012 – 4/30/2013).

Answer: See Exhibit 15E vi for this information.

3. **Question:** Please provide the password to review the census.

Answer: The password to access the census files is Census22Aug2013.

ALL QUESTIONS RELATING TO THIS RFP SHOULD BE POSTED UNDER THE “ASK A QUESTION” SECTION ON THE PROPOSAL TECH WEBSITE. CITY OF HOUSTON EMPLOYEES ARE UNABLE TO VIEW EXHIBITS / ATTACHMENTS ADDED BY PROPOSERS.

Sincerely,

Gerri R. Walker

Gerri R. Walker
Assistant Director, Human Resources

END OF LETTER OF CLARIFICATION 2